

# XAVIER INSTITUTE OF ENGINEERING

## MAHIM, MUMBAI

### Nomination form for Employee of the Year Award

(Category: Non-Teaching Staff)

Year: Jan 2018 to Dec 2018

(Instructional Days: First week of Jan to Third week of April and July to October)

#### PART A: GENERAL INFORMATION AND ACADEMIC BACKGROUND

1	Name (in Block Letters)	
2	Father's Name / Mother's Name/ Husband's Name	
3	Department	
4	Current Designation	
5	Date of Joining XIE	
6	Whether acquired any degree or fresh academic qualification during the year?	
7	Address for correspondence (with Pincode)	
8	Contact Number/ Mobile Number	
9	E-Mail	

**10. Academic Qualifications (Graduation onwards):**

Examination	University	Year	% of marks obtained/ GPA	Class
Under graduate _____				
Postgraduate _____				
Other Exams (if any)_____				

**11. Details of Leave and Absence during the period under consideration (more than three continuous days in two semesters)**

Particular	Period	Type	Remarks
a) Leave			
b) Other reasons (specify such as absconding, unauthorized absence, etc.)			

**12. Details of Leave during the working semester (instructional days) for the period under consideration (three or less than three continuous days in two semesters)**

Particular	Type	No. of Days	Remarks
a) Leave			

**13. Details of Late marks during the working semester (instructional days) for the period under consideration (Two semesters)**

Particular	No. of Days	Remarks
a) Late marks		

**14. Details of Leave without Pay for the period under consideration (Two semesters)**

Particular	Duration	No. of Days	Remarks
a) Leave without Pay			

**15. Details of training undergone during the period under consideration (Two semesters)**

SN	Period From _____ to _____	Institute	Subject

**PART C: ROLES AND RESPONSIBILITIES AT XIE**

Please give details of your Roles and Responsibilities, any other credential, significant/ unique contributions, and awards received, any participation in Spandan, Transmission, Sparx, etc. not mentioned earlier (XIE and Department Level).

S. N.	Details (Mention Year)

**PART D: REASONS FOR NOMINATION**

**(A) Why do you nominate yourself for the Employee of the Year award?**

**(B) Suggest one name to whom you will nominate for the Employee of the Year award.**

I certify that the information provided is correct as per records available with the Institution.